



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 62.08: University Emergency Management

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Vice President for Student Affairs
Responsible Office: Police Department
Next Scheduled Review: 11/01/2024

I. Policy Statement

Midwestern State University (MSU or University) constantly strives to safeguard the welfare of students, faculty, staff and visitors and to protect the University's essential functions, before, during and after emergencies. To that end, MSU's emergency management function requires a formal structure, which designates key MSU officials as having essential emergency management roles and responsibilities.

II. Reason for Policy

The purpose of this policy is to maintain the preparedness posture of MSU to effectively respond to and recover from mid-to-large scale emergencies or disasters through the appropriate appointment, training and organization of key University officials and components.

III. Definition(s)

NIMS – National Incident Management System

IV. Emergency Management Structure

A. Executive Policy Group

Led by the University President, this group is the final approval authority for all decisions that impact the university's core mission. The group maintains the overall responsibility for administering the communication and implementation of strategies designed to neutralize an emergency incident.

B. Emergency Management Committee

The University Emergency Management Committee shall ensure that the University has in place, in accordance with guiding legislation and resources allocated, an effective emergency management program. Primary responsibilities of the Committee include:

- Providing general policy guidance for the University's Emergency Management Program.
- Advising the development of the University's comprehensive Emergency Management Plan and formally reviewing such plan on an annual basis.
- Making appropriate policy recommendations to the MSU Administration relative to the Emergency Management Program.
- Convening on a routine basis; however, not less than once per fiscal year.

C. Emergency Operations Center Group

The Emergency Operations Center Group is comprised of essential personnel who staff the Emergency Operations Center (EOC) to provide administrative and operational support during emergency incidents. These personnel are assigned this role based on their position and responsibilities and are subject to be called upon at any time. Under the leadership of the EOC Manager, the EOC Group evaluates the scope of the incident, coordinates response and recovery operations, documents events and mitigation actions, and develops and disseminates notifications and reports.

D. Operations Group

The Operations Group is comprised of the Incident Commander and other on-scene first responders and resources whose focus is to respond to the emergency/disaster at the scene.

E. Emergency Management Plan

The University's Emergency Management Coordinator, supported by the Emergency Management Committee, is responsible for developing and maintaining the Emergency Management Plan. It is anticipated that the plan is a flexible document that is subject to periodic revision, as recommended and as necessary. The Emergency Management Plan shall:

- Integrate the four commonly recognized phases of emergency management - Preparedness, Mitigation, Response and Recovery.
- Establish overall administrative responsibilities.
- Include a hazard analysis that is reviewed and updated annually.
- Establish an emergency response organization structure that is suitable for responding to all likely hazards, to which the university may be exposed.
- Outline response roles and responsibilities to provide a framework that reflects National Incident Management System principles and processes, and allows MSU to coordinate with local, state and federal emergency agencies during emergencies and disasters.

- Establish requirements for the development and execution of annual training exercises.
- Prescribe the declaration of an emergency and activation of the plan.
- Prescribe procedures for the use, operation and maintenance of the MSU Local Warning Point.
- Include annexes which guide MSU on emergency functions performed.
- Include appendices for specific guidelines, emergency resource directories, etc., as needed.

V. Emergency Management Designation

University employees having a role or responsibility in the emergency management function are designated by the President, upon recommendation by the Emergency Management Committee. The job descriptions of such employees are appropriately noted. University positions designated as having emergency management responsibilities are listed below:

EMERGENCY MANAGEMENT ORGANIZATION CHART

| Strategic | |
|--|---------------------------------------|
| <u>Executive Policy Group</u> | |
| Comprised of: | |
| University President | Provost / VPAA |
| VPAF | VPSA |
| VPEM | VP Univ. Advancement & Public Affairs |
| General Counsel | |
| The Executive Policy Group is the senior administrative team charged with developing the institutional strategy and overall direction during a campus emergency or disaster. | |

| Policy Guidance |
|---|
| <u>Emergency Management Committee</u> |
| Comprised of: |
| Members appointed annually by President |
| The Emergency Management Committee is a non-operational group that provides general policy and program guidance for MSU's Emergency Management Program. |

| Tactical / Support | |
|--|---|
| <u>Emergency Operations Center Group</u> | |
| EOC Director (CCO) | Operations Section Chief (Varies) |
| Planning Section Chief (AVPSA) | Logistics Section Chief (AVP Facilities) |
| Finance Section Chief (Controller) | Public Information Officer (Dir. Marketing) |
| Safety Officer (Mgr., Risk Safety) | Liaison Officer (Police Sergeant) |
| University Medical Director | Dir. Residence Life |

| | |
|---|------------------|
| Dir. Human Resources | Dir. of Payroll |
| Dir. of Purchasing | Asst. Controller |
| The EOC Group staffs the Emergency Operations Center, supports the field Operations Group and develops and implements tactical plans in order to achieve the institutional strategy laid out by the Executive Policy Group. | |

| Tactical On-Scene | |
|---|---------------------------|
| <u>Operations Group</u> Comprised of: | |
| Incident Commander | MSU Police |
| Area LE Agencies | Fire Dept. |
| EMS | Other on-scene responders |
| The Operations Group consists of Incident Command and other on-scene resources whose focus is to handle the critical incident at the scene. | |

VI. Training

All employees formally having a role or responsibility in the University's Emergency Management function are responsible for successfully acquiring and maintaining the necessary NIMS training certifications, in order to occupy their respective roles in the University's Incident Command Structure. Training requirements for emergency management positions are listed in the chart below.

- An employee new to their respective position should acquire the necessary training within 90 days of formally assuming their position.
- Employees are responsible for ensuring copies of their training certificates are forwarded to the Emergency Management Coordinator, or designee.
- The Emergency Management Coordinator, or designee, shall serve as the central repository for employee NIMS training certificates.
- Annually, the Emergency Management Coordinator will review the NIMS training records of all employees involved in the emergency management function, to ensure minimum training standards are met. The Coordinator will notify any employee whose training records indicate they had not acquired the required NIMS training.

| Midwestern State University - NIMS Training Requirements (FEMA Summer 2020) | | | | | | | | | | | | |
|---|--|--|---|---|---|---|---------------------------|---|--|---|------------------------------|--------------------------|
| | GO 402/ICS 402 – ICS Overview for Senior Officials | IS 100 – Introduction to the Incident Command System | IS 700 – An Introduction to the National Incident Management System | IS 200 – Basic Incident Command System for Initial Response | IS 800 – National Response Framework (NRF), An Introduction | IS 2200 – Basic Emergency Operations Center Functions | GO191 – EOC/ICS Interface | E/I/GO2300 – Intermediate EOC Functions | IS 29 – Public Information Officer Awareness | GO 290 – Basic Public Information Officer | E/I/GO300 – Intermediate ICS | E/I/GO400 – Advanced ICS |
| Executive Policy Group Members | X | | | | | | | | | | | |
| EM Committee Members & MSU Police Officers | | X | X | X | X | | | | | | | |
| EOC Group Members & Alternates | | X | X | X | X | X | X | X | | | | |
| Police Supervisors (Sergeants & Above) | | X | X | X | X | X | X | X | | | X | X |
| PIO | | X | X | | X | X | X | X | X | X | | X |

VII. Responsible Office

Related Statutes/Rules:

Texas Education Code, Section 51.217, Chapter 51, subchapter E

Related Guidance:

Federal Emergency Management Agency (2020) - *National Incident Management System Training Program*, https://www.fema.gov/sites/default/files/documents/fema_nims_training-program-may-2020_0.pdf

Federal Emergency Management Agency (2010) - *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101*.

<https://www.fema.gov/sites/default/files/2020-07/developing-maintaining-emergency-operations-plans.pdf>

VIII. Responsible Office

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IX. Revision History

22 Dec. 2021: OP 62.08: University Emergency Management adopted and approved by MSU Interim President James Johnston.